

**SUMMARY OF THE
ON-SITE ASSESSMENT COMMITTEE MEETING
MAY 5, 1999**

The On-site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, May 5, 1999, at 12:30 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Mr. Steven Baker of the Arizona Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to reach consensus agreement on prospective members, to set the committee agenda prior to the upcoming fifth annual NELAC meeting, and to distribute responsibility for responding to comments received on posted assessor checklists.*

INTRODUCTION

Ms. Athene Steinke informed the committee of a change in her company affiliation resulting from the buyout of EA Laboratories by Severn Trent Laboratories. Following a general discussion of the status of laboratory audits across the country, the meeting was called to order.

PROSPECTIVE MEMBERS

Discussion turned to membership issues. Mr. Baker noted that the committee must select replacements for two governmental (voting) members and one private-sector (contributing) member. Committee members were in general agreement that the committee could best offer a balanced perspective if comprised of a mix of federal and state governments, large and small laboratories, and other (nonlaboratory) regulated entities, such as consultants or utilities. Mr. Baker referred the committee to an e-mail he had forwarded to committee members on April 8, 1999, from Ms. Carolyn Cross. The e-mail consisted of lists prepared by Ms. Irene Ronning, chair of the NELAC Membership and Outreach Committee, summarizing individuals who had expressed interest in membership on a NELAC committee at the Fourth Annual and Fourth Interim NELAC meetings. The lists included only affiliation and contact information. Although extensive discussion of prospective members ensued, committee members had only limited knowledge of several of the individuals who had expressed interest in the On-site Assessment Committee. All members of the committee felt that they could not make an informed decision, especially regarding private-sector membership, without additional knowledge of candidate qualifications. A member noted that it would have been helpful to receive resumes or nomination forms in an organized fashion. This met with immediate and unanimous agreement from the rest of the committee.

After considerable discussion, the committee narrowed their governmental membership choices to two candidates. The committee was unable to settle on a single private-sector candidate, but did narrow their choices down to two individuals. It was decided that Mr. Baker would contact two of the candidates about whom the committee had relatively little information, to discuss with them their qualifications and their willingness to commit the time necessary for membership on the committee. It was also decided that Mr. Baker would contact members of the committee via e-mail to inform them of his findings.

AGENDA FOR NELAC V

The committee quickly reached consensus agreement on their agenda for the Fifth Annual NELAC meeting in Saratoga Springs, NY. Since the On-site Assessment Committee is only scheduled to meet from 8:30 a.m. to noon on Wednesday, June 30, 1999, it was agreed that the committee should strive to make the most efficient use of their time. After discussion of what they anticipated to be their most comment-provoking topics, the committee set the following agenda:

8:30 - 9:00 Proposed Changes to Standards
9:00 - 11:00 Assessor Checklists
11:00 - 12:00 Assessor Training Courses

CONCLUSION

After considerable discussion of the much-anticipated annual meeting, the committee turned it's attention to scheduling another teleconference. Mr. Baker noted that he had received several sets of comments on the standard and assessor checklists. He suggested that the responsibility for addressing the comments be distributed among committee members in order to facilitate a more timely response. He also noted that the most pressing comments were probably the Environmental Laboratory Accreditation Board (ELAB) comments on assessor checklists. It was decided, therefore, that the next teleconference would deal principally with ELAB comments and assessor training issues. The committee settled on a tentative May 20 teleconference date. Mr. Baker will make the necessary arrangements and communicate the specific dial-in details to participants via e-mail. The allotted teleconference time having expired, the committee meeting was adjourned at 2:30 p.m. EDT.

**ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE TELECONFERENCE
MAY 5, 1999**

| Item No. | Action | Date to be Completed |
|-----------------|---|-----------------------------|
| 1. | Mr. Baker will contact the candidates to obtain more information for their nomination as prospective committee members, and will communicate the details of those conversations to committee members. | Immediately |
| 2. | Mr. Baker will make arrangements for a May 28 teleconference and communicate specific dial-in details to participants. | Immediately |

PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE TELECONFERENCE
MAY 5, 1999

| Name | Affiliation | Phone/Fax/E-mail |
|---|--|--|
| Baker, Steven Chair | AZ Dept of Health Svcs, Lab Lic. & Cert. | T: 602-255-3454 F: 602-255-3462 E: sbaker@hs.state.az.us |
| Buhl, Rosanna | Battelle Ocean Sciences | T: 781-952-5309 F: 781-934-2124 E: buhl@battelle.org |
| Davis, R. Wayne | SC Dept. of Health and Env Cntl | T: 803-935-7025 F: 803-935-6859 E: davisrw@columb36.dhec.state.sc.us |
| Dyer, Charles | NH Dept of Environmental Services | T: 603-271-2991 F: 603-271-2867 E: c_dyer@des.state.nh.us |
| Hall, Jack | Quanterra, Inc. | T: 423-588-6401 F: 423-584-4315 E: hallj@quanterra.com |
| Morton, J. Stan (absent) | U.S. Dept of Energy - Idaho Operations Office | T: 208-526-2186 F: 208-526-5964 E: mortonjs@lnel.gov |
| Patillo, Marlene (absent) | MD Dept of the Environment | T: 410-631-3646 F: 410-631-3733 E: mpatillo@mde.state.md.us |
| Steinke, Athene | Severn Trent Laboratories (STL Baltimore) | T: 410-771-4920 F: 410-771-4407 E: asteinke@eaest.com |
| Toth, William (absent) | Worldwide Solutions for Tomorrow | T: 301-668-0499 F: 301-924-4594 E: btoth@erols.com |
| Wilson, Kelly | CT&E Environmental Services, Inc. | T: 616-843-1877 F: 616-845-9942 E: kwilson@cteesi.com |
| Finazzo, Barbara Ombudsman (absent) | U.S. EPA Region 2 | T: 732-321-6754 F: 732-321-4381 E: finazzo.barbara@epamail.epa.gov |
| Webber, James (Invited Guest) | NY State Dept. of Health - Wadsworth Center | T: 518-474-0009 F: E: webber@wadsworth.org |
| Greene, Lisa (Contractor Support) | Research Triangle Institute | T: 919-541-7483 F: 919-541-7386 E: lcg@rti.org |